

Request for Overtime Pay Approval

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Date]

[Supervisor's Name]
[Supervisor's Position]
[Company Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request approval for overtime pay for the additional hours I worked during the period of [start date] to [end date].

Due to [brief explanation of reasons for overtime, e.g., project deadlines, unexpected workload], I worked [number of overtime hours] hours beyond my regular schedule. I believe that these additional hours were necessary to ensure the timely completion of [specific project or task].

According to company policy, I understand that overtime pay is applicable for hours worked beyond [mention the threshold, e.g., 40 hours a week]. I kindly ask for your approval for this overtime pay, and I have attached the relevant documentation for your review.

Thank you for considering my request. I appreciate your support and understanding. Please let me know if you need any further information.

Sincerely,
[Your Name]
[Your Contact Information]